



King County

**Department of Development and Environmental Services
Land Use Services Division**

900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

Boundary Line Adjustment: Procedures Following the Approval Process

Alternative formats available
upon request

A copy of the approved Boundary Line Adjustment is sent to the King County Assessor's Office by our office. The Assessor will review and sign the Boundary Line Adjustment prior to recording at the King County Office of Records. The Assessor will adjust the boundary lines for tax purposes if all of the lots are under the same ownership. If lots are under separate ownerships, the lines will not be moved until land transfer documentation is received by the Assessor's Office.

To record land transfer documentation (deeds, mortgages, etc.), the following steps should be taken:

1. Have the legal descriptions of the area that you are gaining and/or losing and of the newly configured lots prepared by a professional (licensed surveyor or real estate attorney).
2. Record the land transfer documents (deeds, mortgages, etc.) at the King County Office of Records and Elections. Include the file number of the approved Boundary Line Adjustment in the box number 4 or legal description section of the Excise Tax Form. The current excise tax is 1.53 percent. The Office of Records and Elections is located in the King County Administration Building at 500 Fourth Avenue, Room 311, in downtown Seattle. Telephone number is 206-296-1585.
3. Submit copies of the recorded land transfer documents to the King County Assessor's Office Abstract Division. The Assessor's Office is located on the 7th floor of the King County Administration Building. Telephone number is 206-296-5140.
4. If you are currently selling one of the lots involved in the adjustment, provide the closing agent with a copy of the recorded Boundary Line Adjustment and copies of the recorded land transfer documents.

Check out the DDES Web site at www.metrokc.gov/ddes